

OKARNG ACTIVE GUARD/RESERVE (AGR) OCCASIONAL TOUR VACANCY ANNOUNCEMENT: OT 18-05

MUST BE A MEMBER OF THE OKLAHOMA ARMY NATIONAL GUARD

Human Resources SGT

OPEN DATE: 13 November 2017

CLOSING DATE: 12 December 2017

UNITS/ LOCATIONS: HHC 545 Brigade Engineer Battalion, Norman, OK 73069

MAXIMUM MILITARY GRADE AUTH: SGT/E5

MAXIMUM MILITARY GRADE AVAILABLE: SGT/E-5

MILITARY POSITION: Human Resources SGT

FTMD POSITION: Human Resources SGT

APTITUDE SCORE: See Below

DAOC/DMOS: 42A20

MINIMUM GRADE AUTH: SPC/E-4

MTOE P/L: 103/04

FTMD P/L: TBD

OPEN TO FEMALES: YES

POSITIONS OF SIGNIFICANT TRUST (POST): In accordance with DA EXORD 193-14 & NGB SMOM 15-017, all Soldiers hired into sensitive duty positions are required to have favorable POST screening. Soldiers not meeting this requirement will not be hired into AGR status.

BRIEF DESCRIPTION OF DAILY DUTIES: Prepares personnel accounting and strength reports, processes line of duty investigations, prepares and processes recommendations for awards and decorations, and monitors military pay and allowances. Processes enlisted personnel records, and unit administration; types military and non-military correspondence in draft and final copy. Processes flags and suspension of favorable personnel actions; reviews official documents; advises commander on personnel readiness and strength levels; prepares recommendations for personnel actions to higher headquarters.

PREFERRED APPLICANTS WILL POSSESS THE FOLLOWING ATTRIBUTES: Knowledge of regulations, policies, and procedures related to the area of assignment; ability to review records in order to analyze information; skill in compiling information and preparing reports; ability to plan and organize work; computer software skills to include Microsoft Access, Excel, Web based programs, and Power Point.

MANDATORY REQUIREMENTS AT TIME OF APPLICATION:

- 1. Armed Services Vocational Aptitude Battery (ASVAB):** Must possess a GT score of 110 (Waivable to 100 if scored 100 in aptitude area ST on ASVAB prior to 2Jan02 or waivable to 100 if scored 96 in aptitude area ST on ASVAB test administered on or after 2Jan02). Must meet min score of 95 in aptitude area CL on ASVAB tests administered prior to 2Jan02, min score of 92 in aptitude area CL on ASVAB test administered on and after 02Jan02 and prior to 1Jul04, min score of 90 in aptitude area CL on ASVAB tests administered on and after 1Jul04. ***Soldiers who do not meet the 110 GT requirement but meet the advertised position MOS ASVAB requirements IAW DA PAM 611-21 may submit an application accompanied with a request for exception to policy. Submission of application with exception to policy does not guarantee interview. Preference will go to individuals who meet the mandatory requirements without exception to policy.***
- 2. Must meet minimum PULHES Profile and assignment criteria as outlined in DA Pam 611-21. Possess a physical profile 122221 or better.**
- 3. Must perform in a job with physical requirements IAW DA Pam 611-21 for individual MOS of 42A.**
- 4. Must possess a High School Diploma or GED with one year of college.**
- 6. Must possess a minimum SECRET security clearance at time of application submission.**

SPECIAL INSTRUCTIONS:

- 1. Individuals may withdraw packet at any time while this announcement is open.**
- 2. CURRENT AGR Soldiers MUST:**
 - a. Be already qualified in their current military duty position (as of the closing date of this announcement) before they are eligible to apply.**
 - b. Have the potential to become qualified in the required MOS within 12 months after reassignment.**
 - c. Not be under current suspension of favorable personnel actions, or have reason to be under current suspension of favorable personnel actions.**
 - d. Individual may be subsequently assigned to the Recruiting and Retention Battalion with duties as Recruiting and Retention NCO any time during AGR Tour.**

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POSITIONS OF SIGNIFICANT TRUST AND AUTHORITY (POST)

All applicants for Oklahoma Army National Guard AGR positions **MUST RECEIVE** favorable State Level Checks prior to becoming eligible for acceptance into the AGR program. State Level Checks include:

- Must be able to produce a favorable National Agency Check with Law and Credit (NACLC)
- Must complete and provide, a Behavioral Health Interview (DA Form 3822) to AGR Management Office. This is a requirement for all new hire AGR Soldiers must be completed before accession into the AGR Program. If selectee is unable to pass the screening he/she will be disqualified and removed from the selection list.
- Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire
- Must not be listed on the National Sex Offender Public Website
- Must receive favorable results after JAG Review

Applicants for positions assigned to Recruiting and Retention **MUST RECEIVE** favorable State & National level checks. Applicants can be conditionally hired upon favorable State Level Checks. Unfavorable National Level Checks will result in immediate removal from the AGR Program. National Level Checks include:

- Must not have a Type 1 or Type II Offense (See HQDA EXORD 193-14, Annex B)
- Must have favorable results from:
 - Department of the Army Inspector General (DAIG)
 - Criminal Investigation Command (CID)
 - Officer of Military Personnel File Review
 - Army Substance Abuse Program

ELIGIBILITY CRITERIA AND APPLICATION INSTRUCTIONS:

ALL Applicants (AGR and Non AGR): The following forms and documents **must be submitted as ONE .pdf file** through <https://safe.amrdec.army.mil/safe/>.

NGB Form 34-1 available online at: <http://ok.ng.mil/Pages/Careers.aspx>. All other forms and documents are available from the ARNG member's unit of assignment/attachment.

*****Eligibility criteria for (Non AGR applicants) initial entry into the ARNG AGR Program is contained in AR 135-18 and NGR 600-5*****

- **Signed NGB Form 34-1 (dated 20131111)** Application for Active Guard/Reserve (AGR) Position.
- **Records Brief (ERB/ORB)** which may be obtained from your MSC S1/Officers branch; NGB,G1 Portal. **Must include applicable MOS or AOC.**
- **Medical Operational Data System (MODS) – Individual Medical Readiness Record** must include current **Periodic Health Assessment (PHA/Vision/Dental/Immunization must be current within 12 mo. HIV must be within 24 mo.)**
- **OKNG Form 113 (Sep 2015) (Commanders Certification of Current Weight)** certifying current height and weight **within 30 days of the closing date of this announcement (with DA Form 5500-R/5501-R if required)**, with body fat computations completed **within 30 days of the closing date of this announcement**. Must be certified by the Soldier's Commander or Full Time BN AO. If other than the commander or AO signs, delegation of signature authority memorandum from the commander is required. **All forms must be digitally signed.** RCAS will be checked by the AGR office to validate weight control history.
- **DA Form 705 (APFT Score Card)** **current within 6 months of closing date of announcement.** **DA Form 705 must show the last 4 APFTs.** HT/WT must be annotated on the DA 705 OR provide documentation IAW AR 600-9 as to record HT/WT completed within the authorized time of the record APFT. **All signatures/initials on the DA Form 705 must be digital signatures.** RCAS will be checked by the AGR office to validate all scores on the DA Form 705.
- Latest five (5) **NCOER/OERs** as applicable. Include current Evaluation Record. A letter of recommendation or performance evaluation, signed by applicant's Unit Commander, must be submitted on Soldiers/Officers not requiring or yet eligible for an OER/NCOER.
- **DD Form 214/220/215s** (Certificate of Release or Discharge from Active Duty) for ALL periods of Active Duty. Forms must include RE Code, Separation Code, and Reason for Separation/Discharge.
- **Must have final Secret Security Clearance. Security Clearance Verification memo must be dated within 30 days from date of announcement, from a Security Clearance Manager. NO JPAS printouts.**
- **Statements supporting periods of all service performed.** Any of the following documents may be used:
 - **NGB Form 23** (Retirement Credits Record)
 - **NGB Form 23B** (RPAS Statement)
 - **DD Form 1506** (Statement of Service)

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NOTE: Applications considered by an AGR Selection Board will not be returned to applicant. Incomplete and incorrect application packets WILL NOT be considered.

NON-AGR APPLICANT INFORMATION NOTICE: Individuals that are not already in an AGR status at time of application submission will fall under AGR Occasional Tour guidelines. This means that: "Upon completion of tour, selected traditional Officer/Warrant/Enlisted personnel will return to prior service status at one year."

WHERE TO APPLY: Use the following site to upload all AGR application documents. <https://safe.amrdec.army.mil/safe/>

- Application packets **must be submitted electronically as ONE .pdf file. DO NOT SEND AGR APPLICATIONS DIRECTLY TO THE AGR MANAGEMENT EMAIL ADDRESS. APPLICATION DOCUMENTS WILL ONLY BE ACCEPTED VIA AMRDEC SAFE APPLICATION.**

How does AMRDEC SAFE Work?

1. Go to <https://safe.amrdec.army.mil/safe/>

2. Select Upload Method:

Department of Defense CAC users should choose the CAC option, and all others should choose the Non-CAC option. All non-CAC users will be required to verify their email address.

3. Sender Uploads Files:

The sender fills out their information and then adds files and recipient to the package. Recipient address for AGR Applications is: ng.ok.okarng.list.j1-agr-management@mail.mil.

4. Recipient Downloads Files:

Recipients (ng.ok.okarng.list.j1-agr-management@mail.mil) will receive an email with a link and unique password to download the package. After the recipient has downloaded files in the package, their password will expire.

Send email notification to the following address that your packet has been uploaded to AMRDEC SAFE.

ng.ok.okarng.list.j1-agr-management@mail.mil. The AGR Management team will provide notification that your application has been received.

For detailed instructions on the AMRDEC SAFE Application, please see the following address:

<https://safe.amrdec.army.mil/safe/Guide.aspx>

ELIGIBILITY CRITERIA FOR AWARD OF AREA OF CONCENTRATION (AOC) OR MILITARY OCCUPATIONAL SPECIALTY (MOS): For specific requirements see DA Pam 611-21.

PAY AND ALLOWANCES/MAJOR BENEFITS: AGR personnel receive base pay, subsistence (BAS), quarter's allowance (BAH), Variable Housing Allowance (VHA), applicable uniform allowances, full medical care in military facilities, and partial medical care and TRICARE benefits for dependents. Retirement eligibility after 20 years of active service.

ADDITIONAL INFORMATION: Restoration rights for federal employees accepting AGR tours will be in accordance with applicable federal personnel regulations. Personnel in a bonus program should refer to applicable FY SRIP to determine if continuation in SRIP is permitted prior to entry on AGR status. AGR personnel are subject to the Oklahoma Code of Military Justice (OCMJ). AGR personnel are protected by Title VI, Civil Rights Act of 1964.

EQUAL EMPLOYMENT OPPORTUNITY: All applicants will receive consideration without regard to age, race, color, national origin, creed, religion, politics, marital status or other non-merit reasons not interfering with membership in the Army National Guard or performance of required duties.

DISTRIBUTION: E